

APPLICATION FOR A TEMPORARY LETTER OF APPROVAL

Instructions

The director of education, or other school board official authorized to submit this application, must complete section 1 and complete, sign, and date section 2. Applications should be submitted to the manager of the appropriate regional office of the Ministry of Education.

For further information on completing this form, see Policy/Program Memorandum No. 153, "Applications for Temporary Letters of Approval", May 25, 2010.

Section 1: Details of the Request for a Temporary Letter of Approval

Teacher's Name (please provide full legal name):

Teacher's OCT Registration Number:

Name of School:

Name of School Board:

Subject, Division, or Position:

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Section 2: Declaration by Board Official

This is to certify that the following requirements have been met:

- The school board finds it necessary to assign or appoint a teacher to teach a subject, to teach in a division, or to hold a position for which he or she does not have the qualifications required by Regulation 298, made under the Education Act.
- The teacher named in this application meets the following requirements:
 - He or she holds a Certificate of Qualification and Registration in good standing with the Ontario College of Teachers.
 - He or she is competent to teach the subject, to teach in the division, or to hold the position.
 - He or she has agreed to the assignment or appointment.

Name of Director of Education or
Other Board Official:

Signature:

Date: